

COMPENSATION BOARD DOCKET #23/09

March 28, 2023

307-23-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	March 28, 2023 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
073	307	Gloucester	3/6/2023	Vacancy Savings	Office expense	\$15,112.24	\$15,112.24
087	307	Henrico	2/27/2023	Vacancy Savings	Temporary	\$971,461.73	\$971,461.73
107	307	Loudoun	3/20/2023	Vacancy Savings	Temporary	\$69,404.77	\$69,404.77
131	307	Northampton	3/16/2023	Vacancy Savings	Office expense	\$52,887.86	\$52,887.86
141	307	Patrick	3/23/2023	Vacancy Savings	Temporary	\$33,274.21	\$33,274.21
143	307	Pittsylvania	3/23/2023	Vacancy Savings	Office expense	\$404,681.28	\$404,681.28
165	307	Rockingham	2/27/2023	Vacancy Savings	Office expense	\$43,428.83	\$43,428.83
175	307	Southampton	3/17/2023	Vacancy Savings	Temporary	\$108,744.87	\$25,000.00
175	307	Southampton	3/17/2023	Vacancy Savings	Office expense	\$0.00	\$65,000.00
183	307	Sussex	3/1/2023	Vacancy Savings	Office expense	\$73,769.00	\$57,676.00
195	307	Wise	3/9/2023	Vacancy Savings	Office expense	\$26,732.45	\$26,732.45
405	307	Albemarle-Charlottesville Reg. Jail	3/10/2023	Vacancy Savings	Temporary	\$132,296.39	\$132,296.39
410	307	Northwestern Regional Jail	3/27/2023	Vacancy Savings	Temporary	\$38,307.69	\$20,000.00
410	307	Northwestern Regional Jail	3/27/2023	Vacancy Savings	Office expense	\$0.00	\$18,307.69
425	307	Central VA Regional jail	3/13/2023	Vacancy Savings	Temporary	\$18,557.00	\$18,557.00
430	307	Piedmont Regional Jail	3/15/2023	Vacancy Savings	Office expense	\$10,994.58	\$10,994.58
435	307	Prince William/Manassas Regional Jail	3/22/2023	Vacancy Savings	Office expense	\$262,103.02	\$262,103.02
450	307	Rappahannock Sec Center	3/15/2023	Vacancy Savings	Temporary	\$252,468.62	\$252,468.62
455	307	Western Tidewater Regional Jail	3/14/2023	Vacancy Savings	Office expense	\$63,433.49	\$63,433.49
460	307	Pamunkey Regional Jail	3/13/2023	Vacancy Savings	Temporary	\$29,200.29	\$29,200.29
465	307	Riverside Regional Jail	3/10/2023	Vacancy Savings	Office expense	\$606,098.85	\$606,098.85
470	307	Virginia Peninsula Regional Jail	3/13/2023	Vacancy Savings	Office expense	\$152,825.11	\$152,825.11

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
475	307	Hampton Roads Regional Jail	3/24/2023	Vacancy Savings	Office expense	\$340,111.68	\$340,111.68
480	307	New River Valley Regional Jail	3/13/2023	Vacancy Savings	Office expense	\$313,473.43	\$228,473.43
480	307	New River Valley Regional Jail	3/14/2023	Vacancy Savings	Temporary	\$0.00	\$85,000.00
485	307	Blue Ridge Regional Jail	3/13/2023	Vacancy Savings	Office expense	\$317,739.76	\$317,739.76
492	307	Southwest VA Regional Jail	3/21/2023	Vacancy Savings	Office expense	\$191,869.92	\$191,869.92
493	307	Middle River Regional Jail	3/15/2023	Vacancy Savings	Temporary	\$395,657.63	\$148,712.00
493	307	Middle River Regional Jail	3/15/2023	Vacancy Savings	Office expense	\$0.00	\$246,945.63
494	307	Western Virginia Regional Jail	3/15/2023	Vacancy Savings	Office expense	\$100,864.63	\$100,864.63
495	307	Meherrin River Regional Jail	3/14/2023	Vacancy Savings	Office expense	\$342,555.96	\$342,555.96
496	307	RSW Regional Jail	3/13/2023	Vacancy Savings	Office expense	\$122,710.31	\$122,710.31
550	307	Chesapeake City	3/24/2023	Vacancy Savings	Temporary	\$110,160.70	\$100,160.70
650	307	Hampton City	3/15/2023	Vacancy Savings	Office expense	\$225,472.70	\$225,472.70
710	307	Norfolk City	3/3/2023	Vacancy Savings	Temporary	\$158,339.32	\$108,339.00
710	307	Norfolk City	03/28/203	Vacancy savings	Office Expense	\$0.00	\$50,000.00
760	307	Richmond City	3/21/2023	Vacancy Savings	Temporary	\$1,460,138.48	\$50,000.00
760	307	Richmond City	3/21/2023	Vacancy Savings	Office expense	\$0.00	\$1,410,138.48
770	307	Roanoke City	3/21/2023	Vacancy Savings	Temporary	\$92,359.89	\$92,359.89
810	307	Virginia Beach City	3/16/2023	Vacancy Savings	Office expense	\$85,059.20	\$85,059.20
		Totals				\$7,622,295.89	\$7,577,457.70

SHERIFFS' WORKLOAD
AUDIT COMMITTEE

SHERIFF

March 17, 2023 The Sheriffs' Workload Audit Committee submits recommended changes to the workload data reported in the FY24 Budget Request in COIN.

The Audit Committee reviewed all workload data and contacted those offices requiring verification. The Committee contacted 118 offices regarding workload data. Twenty-Two (22) offices submitted changes for calendar year 2022. All other offices contacted reported that the figures submitted in the budget request are accurate.

N/A

The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY24 budgets.

307-23-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	March 29, 2023 - Officers request to transfer the vacant annual salaries of the following positions to Office Expense Funds for medical service contracts. Offices note that contracted services include behavioral health case management in amounts that exceed the transferred amount. This will be effective February 1st for the remainder of the fiscal year. Officers state that they do not intend to fill the vacant positions in FY23.		\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
445	307	Rockbridge Regional Jail	02/07/2023	00039	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
Subtotal		Rockbridge Regional Jail					\$52,500.00	\$17,500.00	\$17,500.00
450	307	Rappahannock Sec CTR	02/06/2023	00329	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
450	307	Rappahannock Sec CTR	02/06/2023	00330	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
450	307	Rappahannock Sec CTR	02/06/2023	00331	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
450	307	Rappahannock Sec CTR	02/06/2023	00332	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
450	307	Rappahannock Sec CTR	02/06/2023	00333	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
450	307	Rappahannock Sec CTR	02/06/2023	00334	RBHCM	Office Expense	\$52,500.00	\$17,500.00	\$17,500.00
Subtotal		Rappahannock Sec CTR					\$315,000.00	\$105,000.00	\$105,000.00
Grand Total							\$367,500.00	\$122,500.00	122,500.00

772-23-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
KING WILLIAM COUNTY	COMMONWEALTH'S ATTORNEY	March 2, 2023 Officer requests, in accordance with §15.2-1606 and 15.2-1636.14, to reimburse King William County for defense counsel expenses paid to Thompson McMullan in the amounts of \$896.83 for legal representation of Matthew R Kite, Commonwealth's Attorney, in the ongoing civil case of Virginia Animal Owners Alliance v. Jason S. Miyares, et al, Case No. 22-00450. Officer has provided a letter from the Division of Risk Management stating that the Division would not provide coverage in this civil case.		\$896.83	The Compensation Board approved reimbursement of \$896.83 for expenses incurred in accordance with §15.2-1606, Code of Virginia.
VARIOUS	COMMONWEALTH'S ATTORNEYS	March 28, 2023 Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
005	772	Alleghany County	3/21/23	Vacancy Savings	Office Expense	\$21,254.95	\$19,675.62
067	772	Franklin County	3/21/23	Vacancy Savings	Temporary	\$17,173.26	\$17,173.26
083	772	Halifax County	3/21/23	Vacancy Savings	Temporary	\$15,978.36	\$15,978.36
083	772	Halifax County	3/21/23	Office Expense	Temporary	\$28,999.00	\$3,021.64
137	772	Orange County	3/14/23	Vacancy Savings	Temporary	\$69,684.89	\$40,000.00
137	772	Orange County	3/14/23	Vacancy Savings	Office Expense	\$0.00	\$29,684.89
139	772	Page County	3/24/23	Vacancy Savings	Temporary	\$24,851.75	\$24,851.75
651	772	Hampton City Drug Pros	3/2/23	Vacancy Savings	Temporary	\$27,239.92	\$27,239.92
700	772	Newport News City	3/8/23	Vacancy Savings	Temporary	\$27,876.37	\$27,876.37
		Totals				\$233,058.50	\$205,501.81

772-23-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEYS	March 21, 2023 - Officers request to transfer Vacancy Savings and Office Expense Funds to Equipment to purchase the following items. Officers each state, the locality agrees to funds the Stressed Cost of these purchases. Officers also state their understanding that reimbursement for approved funds must be claimed for reimbursement no later than the May payroll reimbursement process.		\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be requested for reimbursement no later than the May 2023 payroll and expense reimbursement request.

FIPS	Locality Name	Funding Source	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
005	Alleghany County	Vacancy Savings	Printer	1	\$389.00	\$389.00	1	\$389.00	\$389.00	\$301.75
005	Alleghany County	Vacancy Savings	PC	1	\$1,199.00	\$1,199.00	1	\$1,199.00	\$1,199.00	\$930.06
005	Alleghany County	Vacancy Savings	Speaker	1	\$50.00	\$50.00	1	\$50.00	\$50.00	\$38.79
005	Alleghany County	Vacancy Savings	Monitors	2	\$199.00	\$398.00	2	\$199.00	\$398.00	\$308.73
	Alleghany Total					\$2,036.00			\$2,036.00	\$1,579.33
083	Halifax County	Office Expense	Server	1	\$4,375.00	\$4,375.00	1	\$4,375.00	\$4,375.00	\$3,176.69
083	Halifax County	Office Expense	PCs	3	\$1,466.00	\$4,398.00	3	\$1,200.00	\$3,600.00	\$2,613.96
083	Halifax County	Office Expense	Laptop	1	\$1,920.00	\$1,920.00	1	\$1,920.00	\$1,920.00	\$1,394.11
	Halifax Total					\$10,693.00			\$9,895.00	\$7,184.76

MECKLENBURG COUNTY	COMMONWEALTH'S ATTORNEY	March 6, 2023 - Officer requests to transfer the vacant annual salary of pos. 00005 to Temporary Funds, effective March 1, 2023. Officer states he does not intend to fill this position in FY23.		\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
--------------------	-------------------------	--	--	--------	---

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro-Rated Amount Requested	Pro-Rated Amount Approved
117	772	Mecklenburg County	3/6/23	00005	JSECA	Temporary	\$14,434	\$4,811.33	\$4,811.33

772-23-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SUSSEX COUNTY	COMMONWEALTH'S ATTORNEY	February 15, 2023 - Officer requests an exception to Compensation Board policy as it relates to reclassifying an Assistant Attorney in a position currently classified as ATTII, ATIII, or ATTIV downward to be an ATTI. Officer requests this for the purpose of allowing the Assistant Attorney in position 00003, ATTII, currently budgeted at \$70,092 to participate in the Career Prosecutor Program when eligibility criteria are met. The budgeted salary level of the position was the same whether the position was classified as an ATTI or ATTII, and the position should have been classified as ATTI when newly hiring the current incumbent employee, to enable growth through experience and performance in the position to attain eligibility for the Career Prosecutor Program.		\$0.00	Approved as an exception to policy, based upon the specific circumstances stated by the officer.
VARIOUS	COMMONWEALTH'S ATTORNEYS	March 21, 2022 Officers request an exception to the Substitute Prosecutor expense reimbursement policy for expenses submitted more than 60 days following the conclusion of the case.		\$50.19	Approved as a one-time exception to policy, based upon the specific conditions stated by the officers.

FIPS	Office	Locality	Prosecutor	Expense Date(s)	Defendant	Expense Cost	Exception Need Reason
550	772	Chesapeake	Robin Bland	6/29/2022	Bradley Edward Moore	\$16.73	> 60days after case end
550	772	Chesapeake	Kari Kolar	2/23/2022-6/29/2022	Justine Quindara	\$33.46	> 60days after case end
		Total				\$50.19	

773-23-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	March 8, 2023 - Officer requests to restore to permanent salaries the remaining vacant salary of position 00026, GOC budgeted at \$35,053, that had been approved and transferred to Temporary Funds for the remainder of the fiscal year, effective August 1, 2022. The officer intends to fill this position effective April 1, 2023.	\$0.00	Approved as requested.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested/Pro-Rated Amount Needed
550	773	Chesapeake	3/9/23	Temporary	Pos 00026	\$14,855.60	\$8,763.00

CHESAPEAKE	CIRCUIT COURT CLERK	March 8, 2023 - Officer requests a one-time transfer of Vacancy Savings to Temporary funds.	\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
------------	---------------------	---	--------	---

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
550	773	Chesapeake City	3/7/23	Vacancy Savings	Temporary	\$18,342.77	\$18,342.77

773-23-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' WORKLOAD AUDIT, COMPENSATION AND STAFFING COMMITTEE	CIRCUIT COURT CLERKS	<p>March 23, 2023 - Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY24 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of fifty percent or greater from data reported in prior years. One hundred twenty-one (121) offices were contacted, one hundred fifteen (115) Clerks responded, and seven (7) clerks sent corrections, none of which had a correction to a previous year's workload data.</p> <p>The Audit Committee additionally noted the workload definitions were last revised 3/27/13 and staffing methodology appears to have been last revised in 2006, and therefore the committee has suggested a review of the workload definitions and the staffing methodology associated with them. However, the committee notes that all workload items included in the staffing methodology remain relevant, including Fictitious Name Statements.</p>	N/A	<p>The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY23 budgets.</p> <p>The Compensation Board acknowledges the comments of the Committee related to updates to workload definitions and staffing methodology, and requests that staff identify a potential timeline for review.</p>

773-23-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DINWIDDIE COUNTY	CIRCUIT COURT CLERK	March 14, 2023 - Officer requests to amend the FY24 Budget Request to include the following deputies listed as enrolled and participating for the purposes of the officer's certification in the Career Development Program:		N/A	Compensation Board approved inclusion of these individuals noted as enrolled and participating for the purposes of the Clerks' Career Development Program. Approval of pay raises associated with certification of Officer CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.

FIPS	Office	Locality Name	Deputy Clerk	Position Number	Training Hours
053	773	Dinwiddie County	DaNeshia Snead	00002	14
053	773	Dinwiddie County	Pamela Goldsmith	00004	14
053	773	Dinwiddie County	Kelly Jiggetts	00005	14
053	773	Dinwiddie County	Kelly LeBlanc	00006	12

VARIOUS	CIRCUIT COURT CLERKS	March 14, 2023 - Officers request approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for Consideration. These deputies were erroneously omitted from the FY24 Budget Request. The Officers also state that the deputies are not currently receiving the increase and are applying for certification for the Career Development Program for the first time this year.		N/A	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.
---------	----------------------	--	--	-----	--

FIPS	Office	Locality Name	Deputy Clerk	Position Number	Training Hours	Enrollment Date	Certification Date
015	773	Augusta County	Rachel Morgan	00004	65	8/30/2021	10/3/2022
191	773	Washington County	Barbara McCracken	00007	60	11/10/2022	11/17/2022
191	773	Washington County	Susan Woods	00009	60	5/25/2022	6/2/2022
740	773	Portsmouth City	Kimberly Harris	00023	60	10/31/2019	11/17/2022

771-23-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	COMMISSIONER	March 21, 2023 Officer requests a one-time transfer of Vacancy Savings to Temporary funds/Office Expenses.	\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
027	771	Buchanan County	3/21/23	Vacancy Savings	Temporary	\$28,630.00	\$20,000.00
027	771	Buchanan County	3/21/23	Vacancy Savings	Office Expense	\$0.00	\$8,630.00
		Totals				\$233,058.50	\$205,501.81

BUCHANAN COUNTY	COMMISSIONER	<p>March 21, 2023 - Officer requests to transfer Vacancy Savings to Equipment to purchase the following items.</p> <p>Officer states, the locality agrees to funds the Stressed Cost of these purchases. Officer also states their understanding that reimbursement for approved funds must be claimed for reimbursement no later than the May payroll reimbursement process.</p>	\$0.00	<p>Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2023 payroll and expense reimbursement request.</p>
-----------------	--------------	---	--------	---

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Reimbursable Cost
027	Buchanan County	Printer	1	\$1,511.95	\$1,511.95	1	\$1,511.95	\$1,511.95	\$1,303.89	\$434.63
027	Buchanan County	Scanner	1	\$575.99	\$575.99	1	\$575.99	\$575.99	\$496.74	\$165.58
	Buchanan Total				\$2,087.94			\$2,087.94	\$1,800.63	\$600.21

771-23-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	COMMISSIONER	February 21, 2023 Officer requests approval for the following certified deputy to be forwarded to the Career Development Program Audit Committee for Consideration on the "Master Deputy" status associated with the program. This deputy was erroneously omitted from the FY24 Budget Request. The Officer also states that the deputy is currently receiving the increase and is applying for recertification and requests to maintain the Master Deputy status.	N/A	Compensation Board approved inclusion of this individual as deputy among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
091	771	Highland County	2/21/2023	Simmons	00001	MDII

VARIOUS	COMMISSIONERS	<p>February 21, 2023 - Officers request approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for Consideration. These deputies were erroneously omitted from the FY24 Budget Request.</p> <p>The Officers also state that the deputies are not currently receiving the increase and are applying for certification for the Career Development Program for the first time this year.</p>	N/A	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.
---------	---------------	--	-----	--

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
073	771	Gloucester	2/21/2023	LeBlanc	00002	GC
111	771	Lunenburg	2/21/2023	Wells	00003	DI

771-23-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CRAIG COUNTY	COMMISSIONER	<p>03-21-23 Acting Officer requests additional Temporary funding in the amount of \$10,518.00. This is equivalent to the current salary of position 00001 MDII budgeted at \$31,554 from March 1, 2023 to June 30, 2023. The election will be held on November 7, 2023.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's Interpretation of 24.2-226 and 228 is that position 00001 MDII is not vacant during the period in which I am the Acting Commissioner, and consequently funds cannot be transferred from the position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
STAFFORD COUNTY	COMMISSIONER	<p>February 21, 2023 - Officer requests to amend his FY24 Budget Request to include the following deputies listed as enrolled and participating for the purposes of the Officer's certification in the Career Development Program:</p> <ul style="list-style-type: none"> • Amy Epperson • Michael Keys • Martha Palacino • Michael Sienkowski • Laurie Vorrath. 		N/A	Compensation Board approved inclusion of these individuals noted as enrolled and participating for the purposes of the Commissioners' Career Development Program. Approval of pay raises associated with certification of Officer CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.
COMMISSIONERS OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONERS	<p>March 16, 2023 The Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY24 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 118 appearing to have workload data discrepancies. All 118 localities responded with verifications or corrections. 37 localities responded with changes to their workload, which included 44 change requests for Calendar Year 2022, 21 change requests for Calendar Year 2021, and 11 changes for Calendar Year 2020. 81 Commissioners responded with no changes to their workload., and 9 offices did not have significant variances.</p> <p>The committee respectfully requests that all workload corrections be accepted and updated in the COIN system.</p>		N/A	The Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY24 budgets.

771-23-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONERS	<p>March 16, 2023 - Per the Provisions of Chapter 2, Item 75 of the 2022 Acts of Assembly, 5 Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2023 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 67 Commissioners currently funded for participation have recertified as of February 1, 2023.</p> <p>Of the 5 newly certifying Commissioners, all were found to fully meet the requirements for the Career Development Program. A total of 71 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2023.</p> <p>(The COR Career Development Audit Committee has randomly audited 15 offices and concurs with the requests.)</p>		N/A	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2023.

774-23-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURERS	<p>February 21, 2023- Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY24 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.</p>		N/A	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.

FIPS	Office Code	Locality Name	Request Date	Deputy	Position	Class
171	774	Shenandoah	2/21/2023	Morrison	00006	DII
800	774	Suffolk	2/23/2023	Stovall	00008	DI
800	774	Suffolk	2/23/2023	Boone	00005	DII
800	774	Suffolk	2/23/2023	Poole	00011	FA

774-23-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURERS	February 21, 2023 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration of the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY22 Budget Request. They are currently Master Deputy certified and are applying for recertification and request to maintain the Master Deputy status.	N/A	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.

FIPS	Office Code	Locality Name	Request Date	Deputy	Position	Class
171	774	Shenandoah	2/21/2023	Morrison	00006	DII
800	774	Suffolk	2/23/2023	Stovall	00008	DI
800	774	Suffolk	2/23/2023	Boone	00005	DII
800	774	Suffolk	2/23/2023	Poole	00011	FA

RAPPAHANNOCK COUNTY	TREASURER	<p>February 21, 2023 - Officer requests to amend the FY24 Budget Request. The following information was missing from the budget request CDP data:</p> <ul style="list-style-type: none"> • APA audit date – October 4, 2022 for FY ending June 30,2022 • Private audit firm (Robinson Farmer Cox) for FY ending June 30,2022 • Real Estate taxes due December 5, 2021, 12-month collection rate is 98% • Personal Property taxes due December 5, 2021, 12-month collection rate is 93%. <p>Officer notes that this information was not saved by the system when entered and the system allowed certification regardless.</p>	N/A	The Compensation Board approves the officer's request to update information submitted for the CDP program documentation for this office, and asks Compensation Board staff to update COIN with corrected information for consideration for the FY24 budget.
---------------------	-----------	--	-----	---

774-23-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON COUNTY	TREASURER	<p>February 21, 2023 - Officer requests to amend the FY24 Budget Request. The following information was missing from the budget request CDP data:</p> <ul style="list-style-type: none"> • APA audit date – June 30,2022 • Private audit firm (Robinson Farmer Cox) for FY ending June 30,2021 • Real Estate taxes due December 5, 2021, 12-month collection rate is 97.51% • Personal Property taxes due June 5, 2021, 12-month collection rate is 96.19%. <p>Officer notes that this information was not saved by the system when entered and the system allowed certification regardless.</p>		N/A	The Compensation Board approves the officer's request to update information submitted for the CDP program documentation for this office, and asks Compensation Board staff to update COIN with corrected information for consideration for the FY24 budget.
CHESTERFIELD COUNTY	TREASURER	<p>February 23, 2023 - Officer requests to amend her FY24 Budget Request to include the following deputies listed as enrolled and participating for the purposes of the officer's certification in the Career Development Program:</p> <ul style="list-style-type: none"> • Bryan Wade • Janet Purdy 		N/A	Compensation Board approved inclusion of these individuals noted as enrolled and participating for the purposes of the Treasurers' Career Development Program. Approval of pay raises associated with certification of Officer CDP will be considered with all office certifications during the budget approval process prior to May 1, 2023.
TREASURERS' WORKLOAD AUDIT COMMITTEE	TREASURERS	<p>March 23, 2023 The Treasurers' Workload Audit Committee submits recommended changes to workload data submitted in the FY24 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 127 offices appearing to have workload data discrepancies. 125 localities responded with verifications or corrections; 38 localities responded with changes to their workload, which included 46 change requests for Calendar Year 2022, 9 change requests for Calendar Year 2021 and 2 change requests for Calendar Year 2020. 2 offices did not respond.</p> <p>The committee respectfully requests that all workload corrections be accepted and updated in the COIN system.</p>		N/A	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY24 budgets.

774-23-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS' CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	TREASURERS	<p>March 27, 2023 - Per the provisions of Chapter 2, Item 78 of the 2022 Acts of Assembly, 11 Treasurers currently unfunded for participation have certified by February 1, 2023 that they meet the minimum requirements of the Treasurers' Career Development Program, and 75 Treasurers currently funded for participation have recertified as of February 1, 2023.</p> <p>Of the 11 Treasurers who are currently unfunded, 10 were found to fully meet the requirements for the Career Development Program. A total of 85 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2023.</p> <p>(The TAV Career Development Audit Committee has audited a random 18 Officers and concurs with the requests.)</p>		N/A	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2023.
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	TREASURERS	<p>March 27, 2023 - Per the provisions of Chapter 2, Item 78 of the 2022 Acts of Assembly, 38 Deputy Treasurers currently unfunded for participation have been certified by their officer as of February 1, 2023 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, and 215 Deputy Treasurers currently funded for participation have recertified as of February 1, 2023.</p> <p>Of the 38 newly certified deputies, 36 were found to fully meet the Career Development Program requirements. A total of 251 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2023.</p> <p>(The TAV Career Development Audit Committee has audited a random 51 deputies and concurs with the requests.)</p>		N/A	The Compensation Board thanks the Deputy Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2023.

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #23/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are Thursday, April 27, 2023 at 11:00 a.m. and Thursday, May 25, 2023 at 11:00 a.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	The annual Compensation Board Budget Hearing is currently scheduled for Tuesday, April 18, 2023 at 2:00 p.m. to be conducted in a virtual format.	N/A	Noted.
4.	FY24 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY24 preliminary draft budget allocations, based upon the budget approved by the 2023 regular session of the General Assembly. Any approval of a subsequent/revised budget for FY24 by the legislature may require review/approval of further draft allocations.	N/A	Noted.
5.	NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of June, 2022 and July, 2022 through December, 2022 (1 st & 2 nd quarters of FY23). In accordance with budget language approved in Chapter 2, and based upon numbers of offenders housed, days housed and rates paid by the County in the 4 th quarter of FY22 and the 1 st and 2 nd quarters of FY23, staff recommends approval of payment to Nottoway County in the amount of \$151,809.44. The maximum reimbursable amount in FY23 for expenses incurred from June, 2022 through May, 2023 is \$215,939.	\$151,809.44	Approved.
6.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held in-person this year and is scheduled for May 10, 2023 at the Embassy Suites by Hilton, Richmond. There are currently 80 registered attendees.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

		REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>
				<u>COMPENSATION BOARD ACTION</u>
7.	FY24 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY24 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m. and are set for the 4th Thursday of each month:</p> <ul style="list-style-type: none"> • July 27, 2023 • August 24, 2023 • September 28, 2023 • October 26, 2023 • November 15, 2023 (3rd Wednesday) • December 20, 2023 (3rd Wednesday) • January 9, 2024 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 25, 2024 • February 22, 2024 • March 28, 2024 • April 16, 2024 (Tuesday) (Budget Hearing) • April 25, 2024 • May 23, 2024 • June 27, 2024 	N/A
				The Compensation Board will confirm the FY24 scheduled meeting dates at the April 27, 2023 Board meeting

**CLOSED MEETING
COMPENSATION BOARD DOCKET #23/09
March 29, 2023**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Jeffrey Palmore. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: March 29, 2023
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Jeffrey Palmore, Chairman (present)
Craig Burns, Ex Officio member (present)
Staci Henshaw, Ex Officio member (present)

H:\Word\Docket\FY23\March FY23 Minutes.docx